



City of Albuquerque
Department of Finance and Administrative Services

INTER-OFFICE MEMORANDUM

Date: 19 October 2006

TO: Bruce J. Perlman, Ph.D., Chief Administrative Officer

FROM: Tanda L. Meadors, Director, Department of Finance & Administrative Services

SUBJECT: Recommendation of Award: RFP06-016-SV, "Investigative Services: Tort, Civil Rights Liability Claims, Personnel Investigative Matters, Workers' Comp Claims"

The City of Albuquerque Department of Finance and Administrative Services, Purchasing Division, issued the subject Request for Proposals (RFP) for the Department of Finance and Administrative Services, Risk Management Division to solicit Proposals from qualified companies to provide investigative services for tort, civil rights liability claims, personnel investigative matters and workers' compensation claims.

The RFP was posted on the Purchasing Web Site and advertised in the local newspapers. 14 RFP's were mailed to interested vendors, and 8 responses were received for evaluation.

The ad hoc evaluation committee reviewed, evaluated and scored the responses, in accordance with the evaluation criteria published in the RFP and recommends award of contract to Robert Caswell, Inc. (RCI).

Listed in ranking order are the top three respondent's composite score and average scores.

<u>Offeror</u>	<u>Composite Score</u>	<u>Average Score</u>
**RCI	4973	995
*Universal	4167	833
*SOARS	3797	759

Estimated Contract Amount per Year: Based on proposed price agreement - firm fixed fees and expenses.

* Indicates 5% Local Preference only. **Indicates 5% Local Preference and additional 50 points for participation in the "Community Involvement" program has been applied to Offeror's total composite score.

19 October 2006

Bruce J. Perlman, Ph.D.

Recommendation of Award: RFP06-016-SV,

Page 2

Fund Source: Risk Management Fund/Tort and Other Claims

I concur with the ad hoc committee's recommendation. The Department will begin contract negotiations immediately upon your approval.

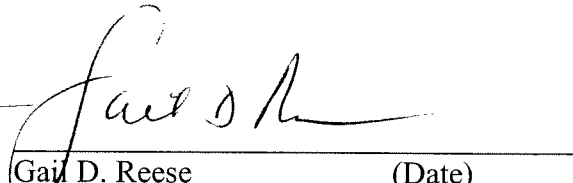
Per the City Purchases Ordinance, this recommendation will be forwarded to City Council for final approval.

Approved:

Recommended:



Bruce J. Perlman, Ph.D. (Date)
Chief Administrative Officer



Gail D. Reese (Date)
Chief Financial Officer

Attachment: Composite Score Sheet

Original: Sandy Vescovi, Contract Section Supervisor, Purchasing Division, DFAS
Copy: John J. Vigil, Purchasing Officer, DFAS/Purchasing
Tanda L. Meadors, Director, DFAS
File: RFP06-016-SV

Composite Score:
RFP06-016-SV, "Investigative Services: Tort, Civil Rights Liability Claims, Personnel Investigative Matters Workers' Comp Claims"

EVALUATORS		EVALUATION CRITERIA		EVALUATION FACTORS		OFFERORS									
				THE KING GROUP	FINAL NOTICE	BAUER	SKILLSTORM	UNIVERSAL	SOARS	THOMPSON**	RCI				
CK	Offeror's general approach and plans to meet the requirements of the RFP.	Up to 100	45	50	55	65	70	70	40	85					
VC			40	50	65	80	110	65	100	100					
AM			50	50	60	80	80	100	50	100					
ES			60	60	30	90	70	90	70	100					
SR			50	40	60	75	50	50	100						
SUB TOTAL		UP to 200	245	250	300	315	425	355	310	475					
CK	Offeror's detailed plans to meet the objectives of each task activity, etc. on the required schedule.	UP to 200	110	100	120	120	65	135	140	175					
VC			75	90	100	150	120	100	120	180					
AM			70	100	100	70	170	130	100	190					
ES			100	100	100	150	100	100	180						
SR			50	75	100	75	150	75	75	180					
SUB TOTAL		UP to 200	405	465	520	595	680	540	615						
CK	Experience and qualifications of the Offeror and personnel as shown on staff resumes to perform tasks described in Part 3, Scope of Services..	UP to 200	100	100	120	120	175	150	140	175					
VC			110	110	100	125	150	100	125	180					
AM			10	30	150	100	150	150	100	190					
ES			100	90	70	150	180	120	100	200					
SR			75	50	75	80	140	75	100	180					
SUB TOTAL		UP to 100	395	380	515	525	795	595	565						
CK	Adequacy of proposed project management & resources to be utilized by Offeror	UP to 100	45	47	65	60	80	85	70	85					
VC			50	45	60	50	60	50	70	85					
AM			15	30	80	80	80	90	45	90					
ES			50	50	60	20	80	60	50	100					
SR			50	40	65	50	75	40	50	90					
SUB TOTAL		UP to 100	210	212	330	260	375	310	285						
CK	Offeror's past performance on projects of similar scope and size.	UP to 100	40	42	40	60	70	80	60	85					
VC			50	60	60	60	70	60	70	90					
AM			55	23	50	60	80	100	50	100					
ES			50	40	60	30	80	70	60	100					
SR			50	25	65	70	60	45	35	100					
SUB TOTAL		UP to 200	245	190	275	280	360	355	275						
CK	Overall ability of the Offeror as judged by the evaluation committee to successfully complete the project within the proposed schedule. This judgment will be based fupon actors such as the project management plan & availability of staff & resources.	UP to 200	100	110	110	120	185	160	130	175					
VC			80	110	100	150	150	185	150	190					
AM			100	75	150	150	175	160	150	190					
ES			100	90	90	60	180	120	110	190					
SR			75	75	75	70	155	90	75	180					
SUB TOTAL			455	460	525	550	845	680	615						
SUB TOTAL TECHNICAL SCORE		UP to 100	1955	1957	2465	2525	3480	2835	2665						
CK	Cost Proposal	UP to 100	20	20	20	30	50	80	50	60					
VC			20	20	20	30	50	80	50	60					
AM			20	20	20	30	50	80	50	60					
ES			20	20	20	30	50	80	50	60					
SR			20	20	20	30	50	80	50	60					
SUB TOTAL			100	100	100	150	250	400	250						
SUB TOTAL COMPOSITE SCORE		UP to 5000	2055	2057	2565	2675	3730	3235	2915						
5% LOCAL PREFERENCE		5%	103	103	128	0	187	162	146						
COMMUNITY INVOLVEMENT		50 Points	50	50	0	50	0	0	50						
TOTAL COMPOSITE SCORE			2258	2260	2793	2825	4167	3797	3311						
TOTAL AVERAGE SCORE		Up to 1000	452	452	559	565	833	759	662						

** This Offeror submitted a Proposal for Workers' Comp Only